

Board for International Broadcasting

§ 1303.3

so requires and that no earlier announcement of the change was possible, and the Board publicly announces such change and the vote of each member upon such change at the earliest practicable time.

§ 1302.8 Recordkeeping of closed meetings.

(a) The Board shall maintain a written record of the proceedings of each meeting, or portion of a meeting, closed to the public.

(b) The Board, after review by the Executive Director shall make promptly available to the public in a place easily accessible to the public, the written record of the discussion of any time on the agenda, or any item of the testimony of any witness received at the Board meeting, except for such item or items of such discussion or testimony as the Board determines to contain information which may be withheld under §1302.4. Copies of such record, disclosing the identity of each speaker, shall be furnished to any person at the actual cost of duplication. The Board shall maintain a detailed written copy of the minutes of each meeting, or portion of a meeting, closed to the public, for a period of at least two years after such meeting, or until one year after the conclusion of any Board proceeding with respect to which the meeting or portion was held, whichever occurs later.

PART 1303—SECURITY INFORMATION REGULATIONS

Sec.

1303.1 Policy.

1303.2 Program.

1303.3 Procedures.

AUTHORITY: E.O. 12065 and E.O. 12356.

§ 1303.1 Policy.

It is the policy of the Board for International Broadcasting (BIB) to act in accordance with Executive Order 12356 in matters relating to national security information.

[48 FR 28984, June 24, 1983]

§ 1303.2 Program.

The Executive Director is designated as the BIB's official responsible for im-

plementation and oversight of information security programs and procedures. He acts as the recipient of questions, suggestions and complaints regarding all elements of this program, and is solely responsible for changes to it and for ensuring that it is at all times consistent with Executive Order 12356. The Executive Director also serves as the BIB's official contact for requests for declassification of materials submitted under the provisions of Executive Order 12356, regardless of the point or origin of such requests. He is responsible for ensuring that requests submitted under the Freedom of Information Act are handled in accordance with that Act and that declassification requests submitted under the provisions of Executive Order 12356 are acted upon within 60 days of receipt.

[48 FR 28984, June 24, 1983]

§ 1303.3 Procedures.

(a) *Mandatory declassification review.* Requests for mandatory review of national security information shall be in writing and addressed to the Executive Director, Board for International Broadcasting, Suite 1100, 1201 Connecticut Avenue, NW., Washington, DC 20036. The request should describe the document or material containing the information with sufficient specificity to enable the Board's personnel to locate it with a reasonable amount of effort. In light of the fact that the BIB does not have original classification authority and national security information in its custody has been classified by another Federal agency, the Executive Director shall refer all requests for national security information in its custody to the Federal agency that classified it for review and disposition in accordance with Executive Order 12356 and that agency's regulations and guidelines.

(b) *Handling.* All classified documents shall be delivered to the Executive Director or his designee immediately upon receipt. All potential recipients of such documents shall be advised of the names of such designees and updated information as necessary. In the event that the Executive Director or his designee is not available to receive such documents, they shall be turned over to the Budget and Administrative